

**SPONSORSHIP CHECKLIST**  
*(Pre-arrival – Arrival – Post Arrival Stages)*

**PRE-ARRIVAL**

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**CONTACT THE MEMBER**

- ☐ Preferably by telephone within 2 working days of your appointment as sponsor
- ☐ Follow-up with email
- ☐ Welcome newcomer to Fort Gordon
- ☐ Determine any special needs of newcomer – Use Newcomer Needs Assessment Checklist
- ☐ Encourage newcomer to contact the ACS Relocation Program
- ☐ Refer newcomer to the ACS web site at [www.gordon.army.mil/acs](http://www.gordon.army.mil/acs)

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**SEND OUT WELCOME PACKET**

- ☐ Obtain packet from Army Community Service and send it out within 5 working days of your assignment as sponsor.
- ☐ Include a personal letter, the commander's letter and any other special information requested by your newcomer.

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**KEEP IN CONTACT WITH YOUR NEWCOMER!**

- ☐ Continue to communicate with your newcomer!
- ☐ Notify your personnel/admin office of any changes or problems that might arise.

## **ARRIVAL**

- ☐ **PERSONALLY MEET YOUR NEWCOMER UPON ARRIVAL**
  - ❑ Make sure you bring transportation large enough for the entire family as well as their luggage.
  - ❑ If you are TDY, ill, or otherwise unavailable, make arrangements in advance so that your newcomer is greeted by a friendly face upon arrival.
  
- ☐ **TAKE NEWCOMER TO TEMPORARY LODGING/BILLETING**
  - ❑ Personally take newcomer to guest house or other lodging
  
- ☐ **ORIENT NEWCOMER TO LOCAL AREA**
  - ❑ Show newcomer around the base facilities: PX, commissary, Darling Hall, fitness centers, chapel, ACS, etc.
  - ❑ Show newcomer area where you live, where you shop, etc.
  
- ☐ **ACCOMPANY THE NEWCOMER FOR INPROCESSING**
  - ❑ Introduce newcomer to supervisors and other members of the command
  - ❑ Check-in with the Housing Office
  - ❑ Check-in with Personal Property section at Transportation
  - ❑ Take newcomer to banks, post office, etc

## **POST-ARRIVAL**

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### **CONTINUE TO MAKE YOUR NEWCOMER FEEL WELCOMED!**

- ☐ Invite newcomer and family into your home to meet your family.
- ☐ Include your spouse and children in the sponsor process.
- ☐ Assist them in house hunting.
- ☐ Transportation to commissary/house hunting; offer a ride.
- ☐ Help for getting settled into home; when household goods arrive; maybe offer to baby sit for any children
- ☐ Help with registering vehicle

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### **BE A PROACTIVE SPONSOR**

- ☐ Be the sponsor that you would like to have
- ☐ You may find that you have a friend for life
- ☐ For assistance in answering any of your newcomer's questions and much, much, more, either visit or contact the ACS Relocation Program at 791-3579.